

# **USER'S MANUAL**

**FOR THE**

## **AEF UTC REPORTING TOOL 2.1 (ART 2.1)**



**16 JANUARY 2004**

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**REVISION RECORD**

<b>REVISION</b>	<b>DATE</b>	<b>DESCRIPTION</b>
1	10JAN04	Updates to reflect release of 2.1

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# 1 INTRODUCTION

The creation of the Air and Space Expeditionary Force (AEF) construct dramatically changed the way the Air Force tasked resources. Before that, Operational Plans (OPLANs) called for entire Units to deploy. Today, the norm is to take portions of Units in modular, scaleable Unit Type Codes (UTCs). Headquarters (HQ) Air Force Operations (AF/XO) therefore determined an immediate need to collect data from all AEF Units to support the following goals:

- Provide Commanders, HQ Air Force, and Major Commands (MAJCOM) readiness information that employs, manages, and sustains AEF operations
- Provide Units the means to report UTC abilities and deficiencies in fulfilling its Mission Capability (MISCAP)
- Provide Commanders the necessary information to make resource allocation and tasking decisions across the full spectrum of operations.

The AEF UTC Reporting Tool (ART) was developed to answer the Air Force's need to track the status of UTCs allocated to AEF Forces, Wings, Lead Mobility Wings and Enablers.

## 1.1 PURPOSE

ART:

- Provides improved insight into the status of UTCs and better management of their associated resources.
- Provides HQ Air Force and MAJCOMs readiness information (resource allocations and apportionments) to employ and manage its forces.
- Is a web-based tool residing on the Secure Internet Protocol Router Network (SIPRNET) and provides AEF-allocated and tasked Units the ability to report UTC readiness data.
- Provides a central location for AEF UTC readiness data and incorporates the capability for immediate and easy access to planners for use in effective contingency force selection.

ART assessments are based on the capability defined by the MISCAP including manpower and equipment requirements from the Manpower and Equipment Force Packing System (MEFPAK). ART measures four categories for readiness: Personnel, Training, Equipment/Supply, and Equipment /Condition. It also provides a means for identifying and analyzing actionable indicators of change. Accurate ART reporting is absolutely essential to the smooth execution of the AEF. Your ratings and comments are used directly by schedulers at the AEF Center on a daily basis. Without your timely and accurate UTC status updates in ART we would face great difficulty in providing forces to the Combatant Commanders.

## 1.2 GUIDANCE

The governing guidance for ART reporting is contained in Air Force Instruction (AFI) 10-244 *REPORTING STATUS OF AEROSPACE EXPEDITIONARY FORCES*. This User Manual does not replace AFI 10-244, but serves as a reference for using the functions of ART. A copy is available on the ART site at Information/ART Guidance. All policy and operational questions should be referred to your MAJCOM ART POC or the AEF Center Readiness Branch.

## 1.3 OVERVIEW

This manual is set up by user functionality. ART has three different “roles”:

- **Guests** have “view-only” privileges, meaning they can view data, print customized reports, and submit change requests and problem reports; but cannot modify data. Anyone who has access to the SIPRNET will be able to use ART at this level.
- **Users** have all the privileges that Guests have, in addition to being able to modify and update UTC data. Guests must acquire MAJCOM approval to become users.
- **MAJCOM Administrators** have all the privileges that Guests and Users have, plus the ability to approve and manage user accounts and modify profiles. Administrators are appointed by and reside at MAJCOMs.

Therefore, a User and MAJCOM Administrator *are* Guests, with added functionality and responsibility. Functionality common to all three roles is introduced in the Guest Functions section of this manual. Functionality common to a User and MAJCOM Administrator is introduced in the User Functions section, and functionality specific to a MAJCOM Administrator is introduced in the MAJCOM Administrator Functions section.

## 1.4 CONTACTING ART

ART Administrators are located at:

Air and Space Expeditionary Center  
205 Thornell Avenue, Building 621  
Langley AFB, VA 23665

Contacts for ART are as follows (DSN prefix 575, commercial 757-225):

Technical Issues: x 2256/2252

The ART Help Desk is available during normal duty hours or via Email at [aefc.aear@langley.af.smil.mil](mailto:aefc.aear@langley.af.smil.mil).

Before you contact the AEF Center, please address issues with your MAJCOM Administrator. Issues may be MAJCOM specific and should be addressed at that level.

## 2 GUEST FUNCTIONS

To access ART, type <http://aefcenter.acc.af.smil.mil/art> in your web browser. For training purposes, use the Non-Secure Internet Protocol Router Network (NIPRNET) site by typing <http://aefcenter.acc.af.mil/art> in your web browser.

The following ART home page appears.

ART Home Reports Information Administration Help

# AEF UTC Reporting Tool (ART)

User ID:

Password:

Login

[Add Profile](#)

[UTC Report](#)

[User Documentation](#)

[MEFPAK](#)

[Change Request](#)

[Problem Report](#)

[AEFC Home](#)

**WARNING NOTICE**

Contact ART Help Desk  
DSN 575-2252/2256 - Comm(757)225-2252/2256

The following sections detail all functionality available to Guests, Users, and Administrators. Each section represents a heading from the main menu.

## 2.1 ART HOME

Returns you to the ART home page.

## 2.2 REPORTS

There are four reports available in ART:

- UTC Report
- Aggregated Record Count
- Certification Report
- Unit Identification Code (UIC) Chain of Command.

### 2.2.1 UTC Report

The UTC Report provides the ability to query and view many current details regarding the status of UTCs—including comments from a Commander. It focuses mainly on retrieving a UTC/Unit Line Number (ULN) status and associated remarks (if applicable) for an individual Unit in question.

To run a UTC Report:

- 1 Select **UTC Report** from the Reports menu. The following screen appears. Note that you can navigate to the Aggregated Record Count and Certification Report from this screen.



**UNCLASSIFIED**  
**FOR TRAINING USE ONLY!**

## UTC Report

### UTC Report Selection Criteria

Aggregated Record Count      Certification Report

Active     Guard     Reserve

**AEF:** ALL, AEF 1, AEF 2

**MAJCOM/DRU/FOA:** Please Select MAJCOM

**Location:** ALL

**UIC/Unit:** Select location first.

**Date Last Edited:** [ ] [ ]

**To:** 01-Nov-2003 [ ] [ ]

**UTC Series:** ALL, 1S, 3A

**UTC:** ALL, 1SAB1, 1SAB2

**Status:** ALL

**Reason:** ALL

**Tasked:** ALL

Select up to 3 fields as a sort order for the report. →

**Field 1:** None

**Field 2:** None

**Field 3:** None

**Select Report Type:** Display To Screen

Submit    Reset    Customize Report

- 2 Deselect **Active**, **Guard**, or **Reserve** as appropriate.
- 3 Select an **AEF** from the dropdown list. Your selection options are a single AEF, multiple AEF pairings, or all AEFs.
- 4 Select a **MAJCOM/DRU/FOA** from the dropdown list. You can only select one MAJCOM/DRU/FOA at a time. The screen refreshes listing all locations for the item selected.
- 5 Select a **Location** from the dropdown list. You can only select one location. The screen refreshes listing all UICs/Units for the location selected.
- 6 Select a **UIC/Unit** from the dropdown list. You can select multiple UICs/Units.
- 7 Narrow your search by selecting the following:
  - Date Last Edited
  - To
  - UTC Series (multiple selection capable)
  - UTC (multiple selection capable)
  - Status
  - Reason
  - Tasked.

- 8 **Select up to three fields as a sort order for the report.**
- 9 Select a **Report Type**. Your choices are: Display to Screen, Report to Excel, and Count Number of Records. When Count Number of Records is selected it lists the total number reported by: Green, Yellow, Red, Not Reported, and Total Number.
- 10 If desired, click **Customize Report** to select fields for display in the report, as shown below. Click **Continue** when done.

**Report Selection Criteria**  
Field Selection

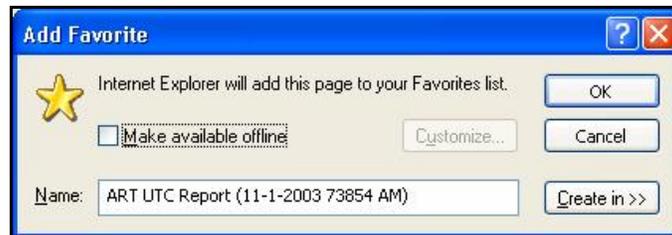
Selected fields will be included in the report.  
You should submit the query from this window to display the selected fields.

<input type="checkbox"/> PID	<input checked="" type="checkbox"/> AEF	<input checked="" type="checkbox"/> ULN
<input checked="" type="checkbox"/> UTC	<input checked="" type="checkbox"/> UIC	<input checked="" type="checkbox"/> Location
<input checked="" type="checkbox"/> Unit Name	<input type="checkbox"/> MAJCOM	<input type="checkbox"/> # Auth Pers
<input checked="" type="checkbox"/> GWD	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> CC Remarks
<input checked="" type="checkbox"/> Pers Remarks	<input checked="" type="checkbox"/> Train Remarks	<input type="checkbox"/> Bad UTC Rem
<input checked="" type="checkbox"/> Equip/Sup Remarks	<input checked="" type="checkbox"/> Equip Cond Remarks	<input type="checkbox"/> Last Saved Date
<input type="checkbox"/> FIC Code	<input type="checkbox"/> # PAX	<input type="checkbox"/> STons
<input checked="" type="checkbox"/> Tasked	<input checked="" type="checkbox"/> Can Meet	<input checked="" type="checkbox"/> Tasked Remarks
<input type="checkbox"/> Branch		

Reset    Select All    Clear All

Continue    Cancel

- 11 You are returned to the UTC Report screen. Click **Submit** to run the report. The results are displayed.
- 12 If you are using Internet Explorer as your browser, you may save this query into your Favorites by selecting the **Bookmark This Query** option at the bottom of the report. The following dialog is displayed. Click **OK** to save. (NOTE: If you are using Netscape Navigator, you must Press **Ctrl+D** to save the query as a Bookmark.)



## 2.2.2 Aggregated Record Count

Aggregated Record Count provides a count of UTCs by category, and allows the capability to search down to the Flight level. The categories include: Green, Yellow, Red, and Not Reported. The results are further broken down by: Current, Over 30 Days, 7-30 Days (NR Only), and 0-6 Days (NR Only).

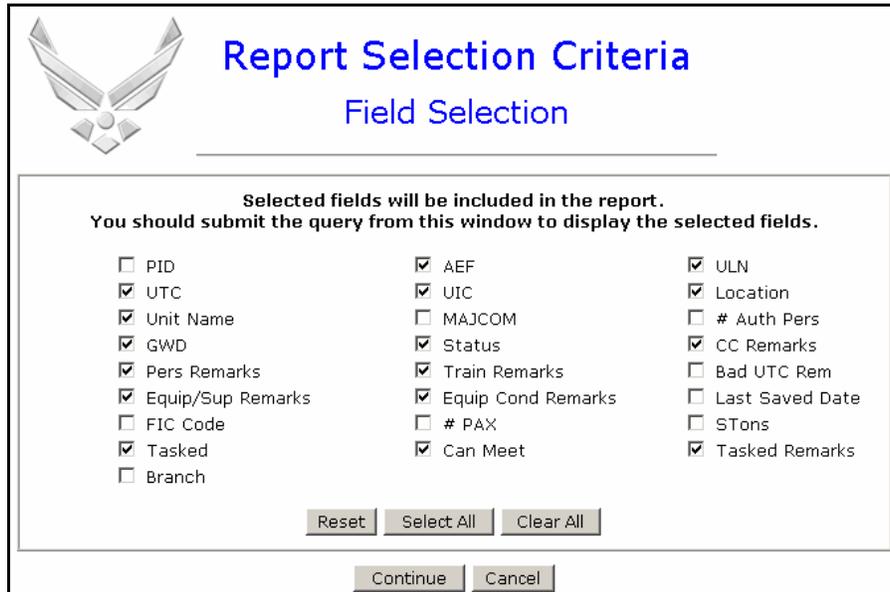
To run an Aggregated Record Count Report:

- 1 Select **Aggregated Record Count** from the Reports menu. The following screen appears. Note that you can jump to the UTC and Certification Reports from this screen.

The screenshot shows a web interface for generating a report. At the top, it is labeled 'UNCLASSIFIED FOR TRAINING USE ONLY!' with a stylized eagle logo. The main title is 'UTC Report Aggregated Record Count Selection Criteria'. Below the title, there are two tabs: 'UTC Report' (selected) and 'Certification Report'. The interface includes several selection options: 'Active', 'Guard', and 'Reserve' (all checked); 'AEF' (dropdown with options ALL, AEF 1, AEF 2); 'UTC Series' (dropdown with options ALL, 1S, 3A); 'MAJCOM/DRU/FOA' (dropdown with 'Please Select MAJCOM'); and a list of echelons from 2nd to 6th with instructions on how to select them. At the bottom, there are three dropdowns for 'Field 1', 'Field 2', and 'Field 3', all set to 'None'. There is also a 'Select Report Type' dropdown set to 'Display To Screen' and a 'Customize Report' button. At the very bottom are 'Submit' and 'Reset' buttons.

- 2 Deselect **Active**, **Guard**, or **Reserve** as appropriate.
- 3 Select an **AEF** from the dropdown list. You are able to select multiple AEFs by using the Ctrl/Shift and Enter keys.
- 4 Select a **MAJCOM/DRU/FOA** from the dropdown list. You can only select one MAJCOM/DRU/FOA. The screen refreshes listing all Numbered Air Force (NAFs) for the item selected.
- 5 Continue to drill down by **NAF**, **Wing**, **Group**, **Squadron**, or **Flight** as needed.
- 6 Select a **UTC Series** from the dropdown list.

- 7 **Select up to three fields as a sort order for the report.**
- 8 Select a **Report Type**. Your choices are: Display to Screen or Report to Excel.
- 9 If desired, click **Customize Report** to select fields for display in the report, as shown below. Click **Continue** when done.



**Report Selection Criteria**  
Field Selection

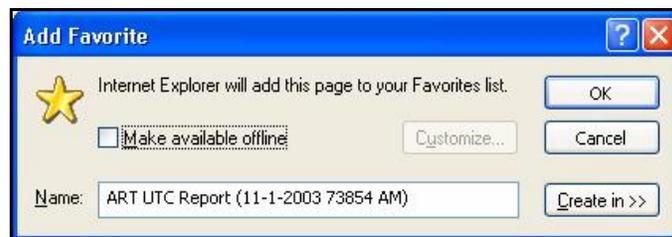
Selected fields will be included in the report.  
You should submit the query from this window to display the selected fields.

<input type="checkbox"/> PID	<input checked="" type="checkbox"/> AEF	<input checked="" type="checkbox"/> ULN
<input checked="" type="checkbox"/> UTC	<input checked="" type="checkbox"/> UIC	<input checked="" type="checkbox"/> Location
<input checked="" type="checkbox"/> Unit Name	<input type="checkbox"/> MAJCOM	<input type="checkbox"/> # Auth Pers
<input checked="" type="checkbox"/> GWD	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> CC Remarks
<input checked="" type="checkbox"/> Pers Remarks	<input checked="" type="checkbox"/> Train Remarks	<input type="checkbox"/> Bad UTC Rem
<input checked="" type="checkbox"/> Equip/Sup Remarks	<input checked="" type="checkbox"/> Equip Cond Remarks	<input type="checkbox"/> Last Saved Date
<input type="checkbox"/> FIC Code	<input type="checkbox"/> # PAX	<input type="checkbox"/> STons
<input checked="" type="checkbox"/> Tasked	<input checked="" type="checkbox"/> Can Meet	<input checked="" type="checkbox"/> Tasked Remarks
<input type="checkbox"/> Branch		

Reset    Select All    Clear All

Continue    Cancel

- 10 You are returned to the Aggregated Record Count screen. Click **Submit** to run the report. The results are displayed.
- 11 If you are using Internet Explorer as your browser, you may save this query into your Favorites by selecting the **Bookmark This Query** option at the bottom of the report. The following dialog is displayed. Click **OK** to save. (NOTE: If you are using Netscape Navigator, you must Press **Ctrl+D** to save the query as a Bookmark.)



**Add Favorite**

Internet Explorer will add this page to your Favorites list.

Make available offline    Customize...

Name: ART UTC Report (11-1-2003 7:38:54 AM)    Create in >>

OK    Cancel

## 2.2.3 Certification Report

The Certification Report is similar to the UTC Report, except you are able to drill down to the Flight level to determine readiness.

To run a Certification Report:

- 1 Select **Certification Report** from the Reports menu. The following screen appears. Note that you can jump to the UTC Report and Aggregated Record Count from this screen.

**UNCLASSIFIED**  
**FOR TRAINING USE ONLY!**

### UTC Report

#### Certification Report Selection Criteria

UTC Report | Aggregated Record Count

Active  Guard  Reserve

AEF: ALL, AEF 1, AEF 2

UTC Series: ALL, 1S, 3A

MAJCOM/DRU/FOA: Please Select MAJCOM

2nd Echelon/NAF: Select MAJCOM/DRU/FOA first.  
3rd Echelon/Wing: Select 2nd Echelon first.  
4th Echelon/Group: Select 3rd Echelon first.  
5th Echelon/Squadron: Select 4th Echelon first.  
6th Echelon/Flight: Select 5th Echelon first.

UTC: ALL, 1SAB1, 1SAB2

Status: ALL

Reason: ALL

Tasked: ALL

Select up to 3 fields as a sort order for the report.

Field 1: None  
Field 2: None  
Field 3: None

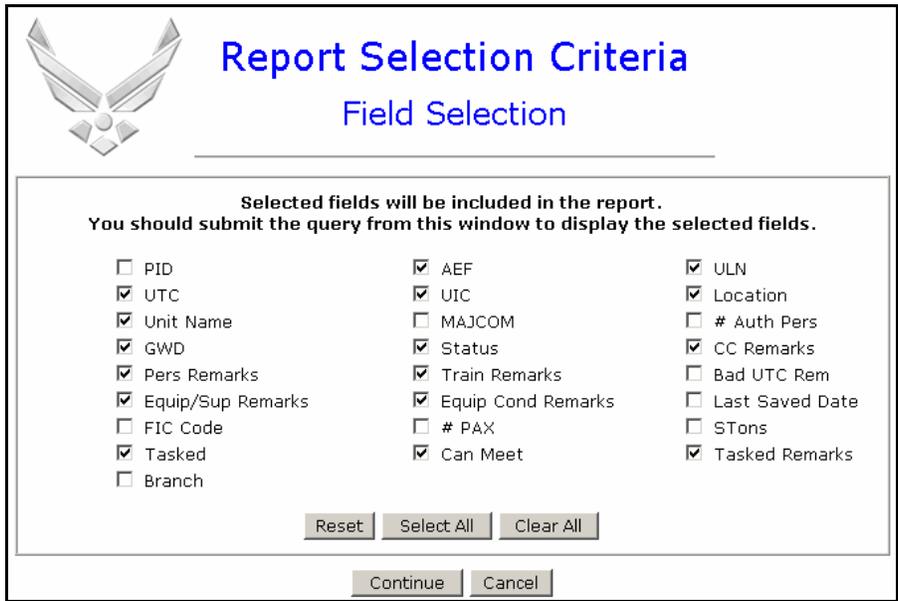
Select Report Type: Display To Screen

Customize Report

Submit | Reset

- 2 Deselect **Active**, **Guard**, or **Reserve** as appropriate.
- 3 Select an **AEF** from the dropdown list. You can select multiple AEFs by using the Ctrl/Shift and Enter keys.
- 4 Select a **MAJCOM/DRU/FOA** from the dropdown list. You can only select one MAJCOM/DRU/FOA. The screen refreshes listing all NAFs for the item selected.
- 5 Continue to drill down by **NAF**, **Wing**, **Group**, **Squadron**, or **Flight** as needed.

- 6 Narrow your search by selecting the following:
  - UTC Series
  - UTC
  - Status
  - Reason
  - Tasked.
- 7 **Select up to three fields as a sort order for the report.**
- 8 Select a **Report Type**. Your choices are: Display to Screen, Report to Excel, and Count Number of Records. When Count Number of Records is selected, it lists the total number reported by: Green, Yellow, Red, Not Reported, and Total Number.
- 9 If desired, click **Customize Report** to select fields for display in the report, as shown below. Click **Continue** when you are done.



The screenshot shows a window titled "Report Selection Criteria" with a sub-header "Field Selection". It contains a list of fields with checkboxes, some of which are selected. Below the list are buttons for "Reset", "Select All", "Clear All", "Continue", and "Cancel".

**Report Selection Criteria**  
Field Selection

Selected fields will be included in the report.  
You should submit the query from this window to display the selected fields.

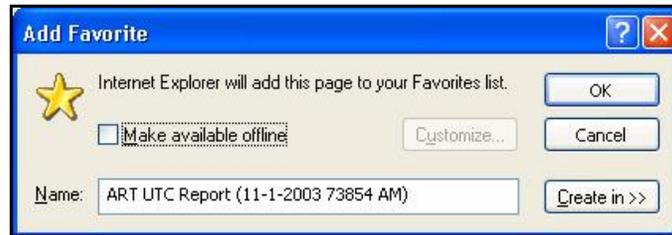
<input type="checkbox"/> PID	<input checked="" type="checkbox"/> AEF	<input checked="" type="checkbox"/> ULN
<input checked="" type="checkbox"/> UTC	<input checked="" type="checkbox"/> UIC	<input checked="" type="checkbox"/> Location
<input checked="" type="checkbox"/> Unit Name	<input type="checkbox"/> MAJCOM	<input type="checkbox"/> # Auth Pers
<input checked="" type="checkbox"/> GWD	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> CC Remarks
<input checked="" type="checkbox"/> Pers Remarks	<input checked="" type="checkbox"/> Train Remarks	<input type="checkbox"/> Bad UTC Rem
<input checked="" type="checkbox"/> Equip/Sup Remarks	<input checked="" type="checkbox"/> Equip Cond Remarks	<input type="checkbox"/> Last Saved Date
<input type="checkbox"/> FIC Code	<input type="checkbox"/> # PAX	<input type="checkbox"/> STons
<input checked="" type="checkbox"/> Tasked	<input checked="" type="checkbox"/> Can Meet	<input checked="" type="checkbox"/> Tasked Remarks
<input type="checkbox"/> Branch		

Reset   Select All   Clear All

Continue   Cancel

- 10 You are returned to the Certified Report screen. Click **Submit** to run the report. The results are displayed.

- 11 If you are using Internet Explorer as your browser, you may save this query into your Favorites by selecting the **Bookmark This Query** option at the bottom of the report. The following dialog is displayed. Click **OK** to save. (NOTE: If you are using Netscape Navigator, you must Press **Ctrl+D** to save the query as a Bookmark.)



#### 2.2.4 UIC Chain of Command

UIC Chain of Command is a simple lookup report that is searchable by Unit name or UIC. This report returns the Unit's chain of command up to its HQ USAF level.

To use UIC Chain of Command:

- 1 Select **UIC Chain of Command** from the Reports menu. The following screen pops up.

## UIC Chain of Command Search & Display

**Enter search criteria for the Chain of Command by selecting UIC or Unit Name and entering the search criteria.**

**Note:** Only alpha-numeric, forward slash (/), dashes (-), and spaces are allowed. Wildcard characters will be automatically applied (results are limited to 500). Unit Identification Codes (UICs) may be in the format of FF???? or simply ???, where ??? is the Air Force unique portion of the UIC.

Search by:  Criteria:

- 2 Select UIC or Unit Name from the **Search by** dropdown list.
- 3 Enter your search **Criteria** based on your previous selection.
- 4 Click **Search**. The following screen appears.

## UIC Chain of Command Search & Display

**Enter search criteria for the Chain of Command by selecting UIC or Unit Name and entering the search criteria.**

**Note:** Only alpha-numeric, forward slash (/), dashes (-), and spaces are allowed. Wildcard characters will be automatically applied (results are limited to 500). Unit Identification Codes (UICs) may be in the format of FF???? or simply ???, where ??? is the Air Force unique portion of the UIC.

Search by:  Criteria:

---

Select a UIC/Unit:

- 5 All UICs/Units matching the criteria display in the dropdown list. Select the UIC/Unit you want from the **Select a UIC/Unit** dropdown list. The results appear, as shown below.

**UIC Chain of Command**  
Search & Display

Enter search criteria for the Chain of Command by selecting UIC or Unit Name and entering the search criteria.

Note: Only alpha-numeric, forward slash (/), dashes (-), and spaces are allowed. Wildcard characters will be automatically applied (results are limited to 500). Unit Identification Codes (UICs) may be in the format of FF???? or simply ???, where ??? is the Air Force unique portion of the UIC.

Search by:       Criteria:

---

The Chain of Command for S94:

UIC	Unit Name
FFJDLO	ACC CS
FFHCCD	AF CCS1

6 Click **Close**.

## 2.3 INFORMATION

### 2.3.1 ART Guidance

Provides links to AFIs detailing the rules and regulations that govern ART.

### 2.3.2 ART Program Office

Provides Email and address information for the ART Program Office. Phone contact information is listed at the bottom of each screen.

### 2.3.3 MAJCOM Points of Contact

To find your MAJCOM Administrator:

- 1 Select **MAJCOM Points of Contact** from the Information menu. A list of all ART MAJCOM Administrators appears. Locate your MAJCOM and you will see the Administrators information including:

- MAJCOM
- Rank
- Last Name
- First Name
- DSN
- Location
- Email.

- 2 Click **Back** on your web browser bar to return to the ART home page.

### **2.3.4 Database Properties**

Provides the latest ART database and Personnel Accounting Symbol (PAS) code library refresh dates, and the current cycles viewable in ART.

### **2.3.5 AEFC Home**

Exits ART and takes you to the AEF Online home page.

### **2.3.6 MEFPAK**

Manpower and Equipment Force Packaging System (MEFPAK) provides the title of the Unit or force element, its unique Joint Chiefs of Staff UTC, and is one stop shopping for the mission capability of Air Force standard UTCs.

### **2.3.7 TPFDD**

Opens the Time Phased Force Deployment Data (TPFDD) library which contains non-unit related cargo and personnel data, and movement data for the operational plan, including:

- in-place units,
- units to be deployed to support the operation plan with a priority indicating the desired sequence for arrival at the port of debarkation,
- routing of forces to be deployed,
- movement data associated with deploying forces,
- estimates of non-unit related cargo and personnel movements to be conducted concurrently with the deployment of forces, and
- estimates of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

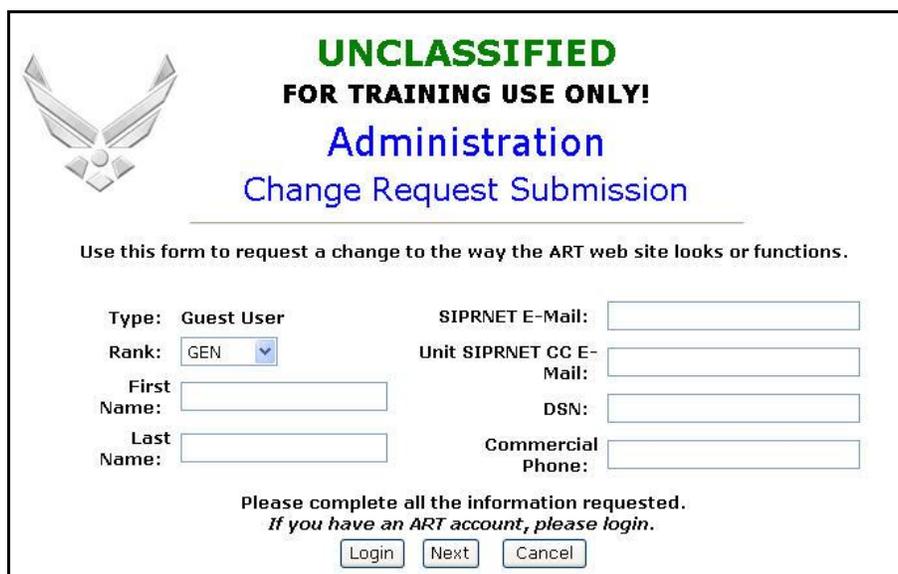
## 2.4 ADMINISTRATION

### 2.4.1 Change Request/Problem Report

ART allows Guests, Users, and Administrators to submit a Change Request submission (to request a change to the way the ART web site looks or functions) and a Problem Report submission (to report any problems with the ART web site).

To submit either:

- 1 Rollover **Change Request/Problem Report** from the Administration menu.
- 2 Select **Submit Change Request** or **Submit Problem Report**. The following screen is an example of the Submit Change Request screen.



The screenshot shows a web form titled "Administration Change Request Submission". At the top, it is marked "UNCLASSIFIED FOR TRAINING USE ONLY!". The form includes a logo on the left and a header with the title. Below the header, there is a brief instruction: "Use this form to request a change to the way the ART web site looks or functions." The form fields are organized into two columns. The left column contains: "Type: Guest User", "Rank: GEN" (with a dropdown arrow), "First Name:" (text box), and "Last Name:" (text box). The right column contains: "SIPRNET E-Mail:" (text box), "Unit SIPRNET CC E-Mail:" (text box), "DSN:" (text box), and "Commercial Phone:" (text box). At the bottom of the form, there is a note: "Please complete all the information requested. If you have an ART account, please login." followed by three buttons: "Login", "Next", and "Cancel".

- 3 No matter which report is chosen, the following information is required to access the Change Request/Problem Report (unless you are a User or an Administrator in which case you click **Login**):
  - Rank
  - First Name
  - Last Name
  - SIPRNET E-Mail
  - Unit SIPRNET CC E-Mail
  - DSN

- Commercial Phone.
- 4 Click **Next**.
  - 5 For either the **Change Request Submission** or **Problem Report Submission** (the following is a sample of the Change Request Submission):

**UNCLASSIFIED**  
**FOR TRAINING USE ONLY!**

**Administration**  
**Change Request Submission**

Use this form to request a change to the way the ART web site looks or functions.

Type: **Guest User**      SIPRNET E-Mail: **melissa.jacobson@langley.af.smil.mil**  
 Rank: **OTHER**      Unit SIPRNET CC E-Mail: **melissa.jacobson@langley.af.smil.mil**  
 First Name: **Melissa**      DSN: **555-1212**  
 Last Name: **Jacobson**      Commercial Phone: **555-1212**

Select a **Category** and **Priority** for the change request.

Category:       Priority:   
[priority codes](#)

Select a classification and enter appropriate comments for each section.

How does the site currently function?      **Secret**  **Confidential**  **Unclassified**

How would you like the site to function?      **Secret**  **Confidential**  **Unclassified**

Please, justify your request.      **Secret**  **Confidential**  **Unclassified**

A Select a **Category** from the Category dropdown list. The categories are:

- Login - Use if there is a problem logging in to ART.
- Data Entry-Use if there is problem entering information into any part of ART.
- Data Report- Use if any data is incorrect or not displaying properly.

- Process Problem- Use if the site does not provide an appropriate or convenient process for completing necessary tasks or if there is a problem with an existing process.
  - Web Site Not Working Properly- Use for everything else.
- B Select a **Priority** from the Priority dropdown list. The choices are:
- Critical- Unable to perform a critical process
  - Impact- Critical process requires a work-around or if unable to perform a non-critical process
  - Low- Nice to have.
- C For a Change Request Submission:
- **How does the site currently function?**- Provide a summary of what the site currently does, including where in the site the functionality appears
  - **How would you like the site to function?**- Your wish list of new functionality, with as much detail as possible
  - **Please, justify your request**- This is your reason for why the change should be made. Include items like how it will save time and effort or make the data more accurate and reliable.
- D For a Problem Report Submission:
- **What is the problem?**- Provide a complete explanation of the problem, including where in the site the problem occurs and how you got there
  - **How should it work?**- Provide a summary of what you expect to happen
  - **Additional comments or reasons**- (Optional) Add anything that might be of help in duplicating and fixing the problem.
- E For each question, select a classification: **SECRET**, **Confidential**, or **Unclassified**. This sets the classification headers on all correspondence related to the issue and on the web page when the issue is displayed.
- F Click **Submit**. The following screen appears stating your request has been sent and provides an Issue Number for future reference.



You will receive an E-Mail notification that the ART Help Desk received your submission. An Email is also sent to you when the change request is closed. The Email contains a link to the issue, where details of all actions taken are displayed.

If you are a User or an Administrator, you are able to check the status of your submission by selecting **View My Submitted** from the Change Request/Problem Report menu.

- 6 Click **Finish** to exit and return to the ART home page.

#### 2.4.2 Add Profile

Guests can create a profile to become a User. If you are a MAJCOM Administrator you must create a user profile and then call the ART Help Desk to change your permissions to MAJCOM Administrator.

To be a User you must login to ART. To login, you must first have a profile. To add a profile:

- 1 Select **Add Profile** from the Administration menu or from the ART home page.



## Administration

### Add Profile

---

**Type:** Updates & Reports      **SIPRNET E-Mail:**   
**Rank:** GEN       **Unit SIPRNET CC E-Mail:**   
**First Name:**       **DSN:**   
**Last Name:**       **Commercial Phone:**

Complete the form and select Next.

- 2 Select **Rank** from the dropdown list.
- 3 Enter the rest of the required information. If you do not have a Unit SIPRNET CC E-Mail, use your SIPRNET E-Mail.
- 4 Click **Next**. The following screen appears.



## Administration

### Add Profile

---

**Type:** Updates & Reports      **SIPRNET E-Mail:** william.jacobson@langley.af.smil.mil  
**Rank:** SMSGT      **Unit SIPRNET CC E-Mail:** william.jacobson@langley.af.smil.mil  
**First Name:** William      **DSN:** 555-1212  
**Last Name:** Jacobson      **Commercial Phone:** 555-1212

**Component:**     Active  
                           Guard  
                           Reserve

**Assigned MAJCOM/DRU/FOA:** ACC

**Current Profile:**  
**Locations:** NONE ASSIGNED      **Units:** NONE ASSIGNED

Select a Component and a MAJCOM.  
 NOTE: If you belong to the ANG or AFRC, you must select the Guard or Reserve component.  
 ANG or AFRC will be assigned as your MAJCOM

- 5 Select your **Component**: Active, Guard, or Reserve.
- 6 Select your **Assigned MAJCOM/DRU/FOA** from the dropdown list.
- 7 Click **Next**. The following screen appears.



## Administration

### Add Profile

---

Type: **Updates & Reports**      SIPRNET E-Mail: **william.jacobson@langley.af.smil.mil**  
 Rank: **SMSGT**      Unit SIPRNET CC E-Mail: **william.jacobson@langley.af.smil.mil**  
 First Name: **William**      DSN: **555-1212**  
 Last Name: **Jacobson**      Commercial Phone: **555-1212**

Component: **Active**      Primary MAJCOM/DRU/FOA: **ACC**

**Current Profile:**  
 Locations: NONE ASSIGNED      Units: NONE ASSIGNED

*Your password should contain a minimum of 8 characters and 1 each of the following: upper case, lower case, number and special character.*

**Password:**   
   **Confirm Password:**

**Create your password and select Next.**

- 8 Enter your password in the **Password** and **Confirm Password** boxes. Your password should contain a minimum of eight characters and one each of the following: upper case, lower case, number, and special character. You will not be able to continue until a valid password is entered.
- 9 Click **Next**. The password is validated and the following screen appears.



## Administration

### Add Profile

---

Type: **Updates & Reports**      SIPRNET E-Mail: **william.jacobson@langley.af.smil.mil**  
 Rank: **SMSGT**      Unit SIPRNET CC E-Mail: **william.jacobson@langley.af.smil.mil**  
 First Name: **William**      DSN: **555-1212**  
 Last Name: **Jacobson**      Commercial Phone: **555-1212**

Component: **Active**      Primary MAJCOM/DRU/FOA: **ACC**

**Current Profile:**  
 Locations: NONE ASSIGNED      Units: NONE ASSIGNED

**Select units you wish to access and Submit the profile changes.**

*Use Ctrl Shift to select multiple items.*

**Locations:**

ABSTON  
 AHMED AL JABER AI  
 AKROTIRI  
 AL DHAFRA  
 AL KHARJ AIRBASE

**Available Units:**

>  
**Add**

<  
**Remove**

**Selected Units**

**Instructions for updating units:**  
 Add and Remove will move items between Available and Selected Units.  
 Update Available Units will refresh the Available Units based on the highlighted Locations.

- 10 Select the Location(s) desired from the **Locations** dropdown list. Use **Ctrl** or **Shift** to select multiple locations.
- 11 Click **Update Available Units**. The screen refreshes and lists all available Units in the Location(s) selected, as shown below.

Select units you wish to access and Submit the profile changes.

*Use Ctrl Shift to select multiple items.*

**Locations:**

ABSTON  
 AHMED AL JABER AI  
 AKROTIRI  
 AL DHAFRA  
 AL KHARJ AIRBASE

Update Available Units

**Available Units:**

1 EQUIPMENT MAINT SQ  
 1 LOGISTICS READINES SQ  
 1 MAINTENANCE GP  
 1 MAINTENANCE OPS SQ  
 1 MEDICAL GP

>  
**Add**  
  
 <  
**Remove**

**Selected Units**

1 FIGHTER WG

**Instructions for updating units:**  
 Add and Remove will move items between Available and Selected Units.  
 Update Available Units will refresh the Available Units based on the highlighted Locations.

- 12 Select **Available Units** desired and click **Add**. They will appear under **Selected Units**. Do the same to remove items from **Selected Units**.
- 13 Click **Submit**. The following confirmation screen appears.

Your profile has been accepted for review.

Your new login is:  
*JacobsonW*

Units were added to the profile review and  
your MAJCOM POC has been notified.  
You will not be able to access these units until the POC has approved them.

Select an option from the Menu Bar or select Continue, to return to the ART home page at this time.

You have successfully created a profile. You are now able to access the Update section of the site, but are not able to see the Units selected until approved by your MAJCOM Administrator.

Upon approval, you will receive E-Mail confirmation of your request. If you change Units at any time after they have been approved, the new Unit will be added for review and must be approved in the same fashion. An example E-Mail is shown below.

ART Units approval notification.

You have been approved to access units for : AIR COMBAT COMMAND

ART Login: JacobsonM

You should use the password you entered when creating your profile.

If you have any questions, please contact your MAJCOM POC.

Upon receipt of this E-Mail, you are able to see your Units in Update UTCs and Rapid Updates.

### 2.4.3 Login

If you are a User or an Administrator, to login:

- 1 Type <http://aefcenter.acc.af.smil.mil/art> in your web browser. The following screen appears.

ART Home Reports Information Administration Help



## AEF UTC Reporting Tool (ART)

User ID:

Password:

Login

[Add Profile](#)

[UTC Report](#)

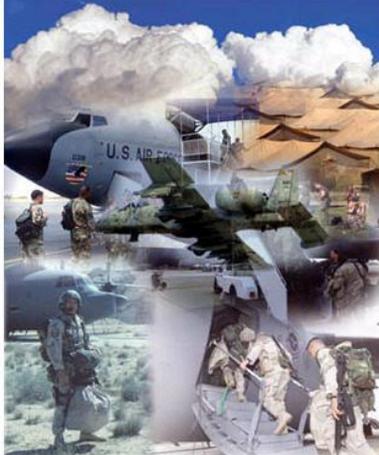
[User Documentation](#)

[MEFPAK](#)

[Change Request](#)

[Problem Report](#)

[AEFC Home](#)



**WARNING NOTICE**

Contact ART Help Desk  
DSN 575-2252/2256 - Comm(757)225-2252/2256

- 2 Type in your **User ID** and **Password** and then click **Login**. You have successfully logged in to ART.

## 2.4.4 Forgot Password

If you are a User or an Administrator and have forgotten your password:

- 1 Select **Forgot Password** from the Administration menu. The following screen appears.



**Password Maintenance**  
**Forgot Password**

Please provide a valid login.

Login:

Select Continue to retrieve the existing password.  
Upon completion, an email notice will be sent to this user.

Select Cancel stop the process.

- 2 Type in your **Login** and click **Continue**. A notification appears stating your existing password is being sent to you via Email.
- 3 Click **Continue** again.
- 4 Click **Continue** again to return to the ART home page. Enter your **Login** and **Password** and click **Login**. If you are still unable to login, click **Contact ART Help Desk** for further assistance.

## 2.5 HELP

All user documentation, updates to documentation, and miscellaneous training information are available here.

### 2.5.1 Online Help

Allows users to view an online version of the ART User's Manual with searching and indexing capabilities.

### 2.5.2 User Documentation

Allows users to view, download, or print the ART User's Manual and other ART documentation.

### 3 USER FUNCTIONS

Users have all of the functionality associated with a Guest plus the following.

#### 3.1 UPDATES

As a User, you are responsible for updating UTC readiness status every 30 days and within 24 hours of notification of a UTC status change, addition, or deletion. Users (ART Unit monitors) are responsible for updating UTC status, presenting it to your Commander for approval, and then saving updates to the ART database. Steps to achieve this are outlined below.

##### 3.1.1 Update UTCs

To update the readiness status of UTCs:

- 1 Select **Update UTCs** from the Updates menu. The following screen appears.

The screenshot shows a web interface for updating UTCs. At the top left is a logo of a stylized eagle. The main heading is "UNCLASSIFIED FOR TRAINING USE ONLY!" in green, followed by "Update UTCs" in blue. Below this is a horizontal line. Underneath the line are three dropdown menus: "Location" with "Select Location" text, "Unit:UIC" with "Select Location First" text, and "AEF" with "Select UIC" text. To the left of these dropdowns is a button labeled "Rapid Update/Report". At the bottom of the form area, there is a red error message: "Please select criteria above first."

- 2 Select a **Location** from the dropdown list. The screen refreshes listing all available Units for that location.
- 3 Select a **Unit:UIC** from the dropdown list. The screen refreshes listing all available AEFs for that Unit.
- 4 Select an **AEF** from the dropdown list. The following screen appears.

Rapid Update      Location: LANGLEY AFB      Unit:UIC: 1 CONS : FFHYB0      AEF: AEF 10

Lead Wing: Langley AFB, VA      Eligibility Period: 01-Dec-2001 to 28-Feb-2002

Select All / Deselect All	UTC / ULN	Green	Yellow	Red	CC Remarks	Tasked	Can Meet Tasking	Last Saved
<input type="checkbox"/>	<a href="#">XFFK2 / 10X4Q</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	18-Jun-2003
<input type="checkbox"/>	<a href="#">XFFK2 / 30XD9</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	12-Jun-2003
<input type="checkbox"/>	<a href="#">XFFK3 / 30XB9</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	18-Jun-2003
<input type="checkbox"/>	<a href="#">XFFK5 / 30XK7</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	18-Jun-2003
<input type="checkbox"/>	<a href="#">XFFK7 / 10X4X</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	05-Jun-2003
<input type="checkbox"/>	<a href="#">XFFK9 / 10X5E</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	18-Jun-2003

Hold for CC Review      UTC Update Report (Screen)      Go      Save to ART Database

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[Back](#)  
[Home](#)  
[Contact ART Help Desk](#)

5 A UTC status cannot be updated until it is activated. To activate a UTC, click **Select All** or select individual checkboxes.

Note that clicking a **UTC/ULN** provides a popup window detailing the mission capability for that UTC.

- 6 Once UTCs are activated, select **Green**, **Yellow**, or **Red** status, as applicable. These status are defined below:
- **Green:** All identified personnel, equipment, and training for that UTC are available for deployment within 72 hours of notifications (or sooner if subject to more stringent criteria).
  - **Yellow:** The UTC has a missing or deficient capability; however, this does not prevent the UTC from being tasked and accomplishing its mission.
  - **Red:** The UTC has a missing or deficient capability that could prevent it from being tasked and accomplishing its mission.
- 7 When **Green** is selected, nothing happens unless its previous status was Yellow or Red. If its previous status was Yellow or Red the following screen appears.



A Click **OK**. All former remarks are removed and this UTC is now ready to go.

8 If Yellow is selected, the following screen appears.

The screenshot shows a software interface with the following elements:

- Instruction: "Select a category from at least one group."
- Four category selection sections, each with a dropdown menu and a "Clear Remarks" button:
  - Personnel**: -- SELECT A CATEGORY --, PCS/SEP/RET - Inbound, PCS/SEP/RET - No Backfill
  - Training**: -- SELECT A CATEGORY --, Warrior Skills - Small Arms, Warrior Skills - NBC
  - Equipment/Supply**: -- SELECT A CATEGORY --, UTC Required - On Order, UTC Required - Awaiting Funding
  - Equipment Condition**: -- SELECT A CATEGORY --, Depot/Major Maintenance, In Repair(Unit) - Non Mission Capable
- A "Get Well Date:" field with a calendar icon and a "Clear Date" button.
- A "Save and Close" button.
- A "Close" button at the bottom right.

- A Select one of the four reasons (**Personnel, Training, Equipment/Supply**, and/or **Equipment Condition**) in addition to the appropriate subtitles.
- B Provide any supporting **Remarks** and a **Get Well Date**.
- C Click **Save and Close**. If you close without making a selection, the UTC status will automatically revert back to Green.
- D When this UTC is ready for a Green status, return to this screen, click **Clear Remarks** and **Clear Date**, and then click **Save and Close**. The status is now Green.

9 If Red is selected, the following screen appears.

**Bad or Incorrectly Postured UTC? Click [Here](#)**

Select a category from at least one group.

**Personnel**

-- SELECT A CATEGORY --  
PCS/SEP/RET - Inbound  
PCS/SEP/RET - No Backfill

**Training**

-- SELECT A CATEGORY --  
Warrior Skills - Small Arms  
Warrior Skills - NBC

**Equipment/Supply**

-- SELECT A CATEGORY --  
UTC Required - On Order  
UTC Required - Awaiting Funding

**Equipment Condition**

-- SELECT A CATEGORY --  
Depot/Major Maintenance  
In Repair(Unit) - Non Mission Capable

Clear Remarks

Clear Remarks

Clear Remarks

Clear Remarks

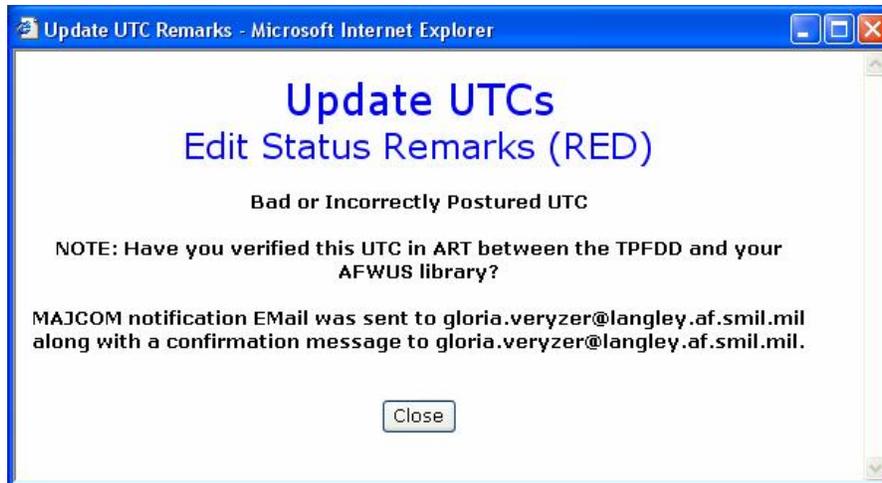
Get Well Date:

OR

**Bad or Incorrectly Postured UTC**

NOTE: Save and Close will send MAJCOM notification.  
**Do not use the Bad UTC "Save and Close" to clear status!**  
This remark will clear **AUTOMATICALLY** if entering data in the form [above](#).

- A Select one of the four reasons (**Personnel, Training, Equipment/Supply, and/or Equipment Condition**) in addition to the appropriate subtitles.
- B Provide any supporting **Remarks** and a **Get Well Date**.
- C Click **Save and Close**. If you close without making a selection, the UTC status will automatically revert back to Green.
- D If you have a **Bad or Incorrectly Postured UTC**, enter comments in the box provided and then click **Save and Close**. The following screen appears. To facilitate easier recognition, this entry will show darker red than the others in the Update UTC page.



- E A notification is sent to the MAJCOM POC for corrective action and you are asked to verify the UTC between the TPFDD and your Air Force Wide UTC Availability and Tracking Summary (AFWUS) library. Click **Close**.

Note that the UTCs status remains Red until you return to delete the comments and **Save** and **Close**.

- 10 Once you have updated the UTCs click **Hold for CC Review**. The data is placed within the CC Hold queue until the Commander approves the information for update to the database. A red asterisk appears by the **Last Saved** date to remind you when data was saved for approval.

Rapid Update		Location	Unit:UIC		AEF				
		LANGLEY AFB	1 CONS : FFHYB0		AEF 10				
Lead Wing: Langley AFB, VA		Eligibility Period: 01-Dec-2001 to 28-Feb-2002							
<a href="#">Select All</a>	<a href="#">Deselect All</a>	UTC / ULN	Green	Yellow	Red	CC Remarks	Tasked	Can Meet Tasking	Last Saved
<input checked="" type="checkbox"/>		<a href="#">XFFK2 / 10X4Q</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>		<a href="#">XFFK2 / 30XD9</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>		<a href="#">XFFK3 / 30XB9</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>		<a href="#">XFFK5 / 30XK7</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>		<a href="#">XFFK7 / 10X4X</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>		<a href="#">XFFK9 / 10X5E</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *

Note: An asterisk (\*) next to the Last Saved date indicates that the record is in CC Review only.

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Other options on this screen:

**CC Remarks** is a text field, which provides Commanders the ability to add any information they feel is pertinent to the status of a UTC that is not covered by the Green, Yellow or Red assessment. (Entering remarks here does not change the requirement for Yellow or Red remarks.)

When a Unit is notified that a UTC is tasked to deploy, you have five days to mark the **Tasked** check box to **Yes**. Within five days after a UTC returns from a deployment, return it to **No**.

After a UTC is tasked, the Commander must verify if it **Can or Cannot Meet Tasking** requirements. Clicking **Yes** or **No** brings up a screen but you are only required to enter comments if the tasking cannot be met.

Users have two options available in the review process. Select **UTC Update Report (Screen)** or **UTC Update Report (Excel)** from the dropdown list to run a UTC Report and deliver results to the screen or to Excel.

The following screen appears when **Commander's Approval Report** is selected.

**UNCLASSIFIED**  
**FOR TRAINING USE ONLY!**

**UTC Report**  
**UTC Report Selection Criteria**

AEF: AEF 10      Print:  All Records    Changes Only  
MAJCOM/DRU/FOA: ACC  
Location: MUHJ  
Unit/UIC: 1 CONS  
Date Last Edited:    
To:

Select your **Date Last Edited** or **To** dates and if you want **All Records** displayed or current **Changes Only**. Click **Submit**. The following screen appears.

Current as of 29-Jun-2003 6:17:35 PM (EST)  
- Contains All Records, Including Changes -  
LANGLEY AFB, 1 CONS : FFHYB0, AEF 10

UTC/ULN(U)	STATUS(C)	Is Tasked(C)	CC Comments(C)	Meets Theater Requirements/Comments(C)
XFFK2 / XFFK2	RED *	Yes	None	None
- Bad/Incorrectly Postured UTC Remarks: asedfasdfasdf				
XFFK2 / XFFK2	GREEN *	No	None	None
XFFK3 / XFFK3	YELLOW *	Yes	None	cxcbx
- Personnel Remarks: SDvasdfasdfasdf				
XFFK5 / XFFK5	YELLOW *	No	None	sdgsdgsdg
- Personnel Remarks: cvbcvbcvb				
XFFK7 / XFFK7	GREEN *	Yes	None	None
XFFK9 / XFFK9	GREEN *	Yes	None	None

Note: An asterisk (\*) next to Status indicates that the record is in CC Review only.

Commander's Signature       Date

Note there is a signature block for the Unit Commander to sign and date.

11 Once the Unit Commander has reviewed the UTC's update data, return to the following screen and select **Yes** or **No** for **Tasked**, and **Can Meet Tasking** (only update these two fields when you are tasked by the MAJCOM) and click **Save to ART Database**. The UTC update is complete for this Location, Unit, and AEF. Repeat as necessary.

Rapid Update

Location: LANGLEY AFB

Unit:UIC: 1 CONS : FFHYB0

AEF: AEF 10

Lead Wing: Langley AFB, VA

Eligibility Period: 01-Dec-2001 to 28-Feb-2002

Select All / Deselect All	UTC / ULN	Green	Yellow	Red	CC Remarks	Tasked	Can Meet Tasking	Last Saved
<input checked="" type="checkbox"/>	XFFK2 / 10X4Q	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>	XFFK2 / 30XD9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>	XFFK3 / 30XB9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>	XFFK5 / 30XK7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>	XFFK7 / 10X4X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *
<input checked="" type="checkbox"/>	XFFK9 / 10X5E	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/> C <input type="radio"/>	29-Jun-2003 *

Note: An asterisk (\*) next to the Last Saved date indicates that the record is in CC Review only.

Hold for CC Review | Commander's Approval Report | Go | Save to ART Database

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### 3.1.2 Rapid UTC Update

**Rapid UTC Update** provides a shortcut for Users (versus clicking Update UTCs) by automatically loading all of your Locations and Units and listing a status of each, as shown below.

**Update UTCs**  
Rapid Update

This will save all selected UTCs to the ART database for the selected units.

UPDATE?	UIC/UNIT NAME	IN CC REVIEW?
N/A	FGW / ACC CONS	No
<input type="checkbox"/>	HYB / 1 CONS	Yes
<input type="checkbox"/>	NH9 / 1 AEMSQ0000	Yes
<input type="checkbox"/>	S51 / ACC CS DET 2	Yes

Note: 'Not Viewable' refers to data that is not within the current 15-month window and cannot be shown using this tool.

Clear All | Save | Close

This screen also provides an easy way to update all UTCs for a UIC/Unit.

- 1 Click **Yes/No** to navigate to the Update UTC page. At that point, you may update or verify changes before final save. Follow the Update UTC's section of this manual for further instruction.
- 2 Select a **checkbox** (under the UPDATE? Column) next to any item that displays "Yes" (under the IN CC REVIEW column).

Note you can click **Save** from this screen to automatically save data to the ART database, but this feature is only recommended after you have carefully reviewed your changes.

## 3.2 INFORMATION

### 3.2.1 Data Changes

This section details UTCs that have been added, changed, and deleted since the last database update. The ART database is updated every Wednesday using data from the TPFDD Library. To view this information:

- 1 Select **Data Changes** from the Information menu. The following screen appears.

The following are detailed lists of UTCs that have been added, changed, and deleted since the last database update.

*Last Update: 3/15/2002*

Select:

Active Lists			
MAJCOM	Adds	Changes	Deletes
<a href="#">AFIA</a>	30	0	0
<a href="#">AFOTEC</a>	337	3	0
<a href="#">AFCA</a>	151	2	0
<a href="#">AFOSI</a>	10	66	0
<a href="#">AFPC</a>	93	0	0
<a href="#">USAFA</a>	216	14	0
<a href="#">USAFE</a>	980	267	0
<a href="#">AETC</a>	2061	222	0
<a href="#">HQ USAF</a>	980	4	0
<a href="#">PACAF</a>	1028	274	0
<a href="#">AIA</a>	605	16	0
<a href="#">AFSOC</a>	395	107	0

- 2 Each MAJCOM has a summary by Adds, Changes, and Deletes. Click **Display in Excel** or **Display on Screen** before selecting a **MAJCOM** to view detailed information.

## 3.3 ADMINISTRATION

### 3.3.1 Logout

Click **Logout** from the Administration menu to exit your ART session. You are returned to the ART home page.

### 3.3.2 Profile Maintenance/Edit Profile

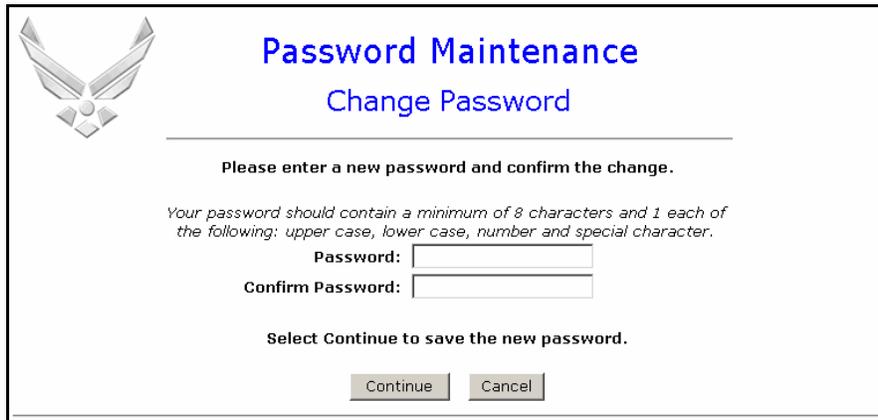
As a User, you can edit your profile. To edit your profile:

- 1 Select **Profile Maintenance, Edit Profile** from the Administration menu. Your profile appears.
- 2 Update as necessary and click **Submit** when done.

### 3.3.3 Change Password

To change your password:

- 1 Select **Change Password** from the Administration menu. The following screen appears.



The screenshot shows a web form titled "Password Maintenance" with a subtitle "Change Password". On the left is a logo of a stylized bird with wings spread. The main text reads: "Please enter a new password and confirm the change." Below this is a note: "Your password should contain a minimum of 8 characters and 1 each of the following: upper case, lower case, number and special character." There are two input fields: "Password:" and "Confirm Password:". At the bottom, there is a prompt: "Select Continue to save the new password." and two buttons: "Continue" and "Cancel".

- 2 Type in your new password in the **Password** and **Confirm Password** fields.
- 3 Click **Continue**. Your password is successfully changed. Click **Continue** again to return to the ART home page.

## 4 MAJCOM ADMINISTRATOR FUNCTIONS

MAJCOM Administrators are appointed by the appropriate MAJCOM Readiness Branch or appointed office of record at the MAJCOM level. Administrators have access to all functions that Users have, in addition to the functionality detailed in this section.

### 4.1 ADMINISTRATION/PROFILE MAINTENANCE

MAJCOM Administrators can approve, disapprove, edit, or delete profiles and profile requests within your MAJCOM. These functions fall under three main categories: **Edit Profile**, **Review Existing Profiles**, and **Review New Profiles**.

#### 4.1.1 Edit Profile

- 1 Select **Profile Maintenance, Edit Profile** from the Administration menu. The following screen appears.



**Edit Profile**  
**Profile Search**

---

Enter search criteria for the Profile.  
You may search on any or all the options provided.

Note: Only letters and spaces are allowed.  
Wildcard characters will be automatically applied.

Login:

First Name:

Last Name:

- 2 Enter the **Login, First Name, or Last Name** of the desired profile. A combination of the search criteria can be used to narrow the search.
- 3 Click **Search**. One of three things happens:

- A A list of profiles (in your MAJCOM) matching the search criteria entered appears. Select the **Profile** you want to edit.

Note you can sort by headings if desired. You are taken to the Edit Profile screen.

- B An Edit Profile screen appears. This means only one person matched the search criteria entered.
- C The search criteria entered yielded no results. You must return to the previous screen to **refine your search**, or **Cancel** to return to the ART home page.



**Administration**  
Edit Profile

Login: **JacobsonW**  
 Type: Updates & Reports  
 Rank: SMSGT  
 First Name: William  
 Last Name: Jacobson

SIPRNET E-Mail: william.jacobson@langley.af.  
 Unit SIPRNET CC E-Mail: william.jacobson@langley.af.  
 DSN: 555-1212  
 Commercial Phone: 555-1212

Component:  Active  
 Guard  
 Reserve

Assigned MAJCOM/DRU/FOA: ACC

Current Profile:  
 Locations: NONE ASSIGNED      Units: NONE ASSIGNED

Reset Password

Edit the profile details and select Next to continue.  
 Reload: Refresh the page with original data.  
 Delete Profile: Permanently remove the profile from the database.  
 Cancel: Cancel the edit without making changes and return to the ART home page.

Reload    Delete Profile    Cancel    Submit    Next

- 4 Once the Edit Profile screen appears, you have several options:
- A Click **Reset Password** to generate a new password for this user. A password is randomly generated and sent to the user via Email.
  - B Click **Reload** to refresh the page with the original profile information.
  - C Click **Delete Profile** to completely delete this user from ART. A screen appears asking if you are sure you wish to delete the user.
  - D Click **Cancel** to exit the screen and return to the ART home page.
  - E Click **Submit** to save changes made to this screen only.
  - F Click **Next** to make changes to the next screen (MAJCOM Units). When you are done updating the Units for this user click **Submit**. All edits are saved. See the Add Profile section of this manual for more details.

## 4.1.2 Review Existing Profiles

To review and/or edit an existing profile:

- 1 Select **Profile Maintenance, Review Existing Profiles** from the Administration menu. The following screen appears listing all profiles for your MAJCOM.

Administration  
Review Existing Profiles

MAJCOM/DRU/FOA: ACC

Location: LANGLEY AFB  
LAURENCE G HANSCO  
LIBBY AAF-SIERRA

Unit: ALL Units  
1 AEROSPACE MEDICINE SQ  
1 CIVIL ENGINEER SQ

Select	Login	First Name	Last Name	MAJCOM	Date Created	DSN
<input type="checkbox"/>	<a href="#">kirkpabk</a>	BRIAN	KIRKPATRICK	AIR COMBAT COMMAND	12/12/2000 8:39:00 AM	5754500
<input type="checkbox"/>	<a href="#">UserM</a>	Majcom	User	AIR COMBAT COMMAND	11/1/2003	555-1212
<input type="checkbox"/>	<a href="#">UserM1</a>	Majcom	User	AIR COMBAT COMMAND	11/1/2003	555-1212
<input type="checkbox"/>	<a href="#">UserM2</a>	Majcom	User	AIR COMBAT COMMAND	11/1/2003	555-1212

Click on a Login to open its Profile Edit page.  
Select Export To Excel to display the checked items in an Excel report.

Export To Excel Cancel

- 2 To narrow your search select a **Location** and further refine it by selecting a **Unit**. After selecting a Location, the browser automatically refreshes with available Units.

Note you can sort by headings as desired.

- 3 To select a given profile, click on the **Login** name. View or edit the information as necessary. Refer to the Edit a Profile section of this manual for further instruction.
- 4 To display profiles in an Excel spreadsheet either **Select All** or click **individual checkboxes** and then click **Export to Excel**. The results yield the User's Rank, First and Last Name, Phone, Location, and Unit(s).

### 4.1.3 Review New Profiles

Reviewing a new profile consists of approving or disapproving the request for a profile to access units in UTC updates.

- 1 Select **Profile Maintenance, Review New Profiles** from the Administration menu. The following screen appears listing all profiles that have requested to view Units. If new or existing Users update their Units, they will reappear on this list.

Administration  
Review New Profiles

MAJCOM/DRU/FOA: AIR COMBAT COMMAND

Select	Login	First Name	Last Name	MAJCOM	Date Requested
<input type="checkbox"/>	<a href="#">jacobsonW</a>	William	Jacobson	AIR COMBAT COMMAND	11/1/2003

Click a login to display details to approve a single profile or select multiple profiles and Start the approval queue.

- 2 Click a single **Login** or **Select All** (to view multiple Users) and then **Start** to display the approval queue.



## Review New Profiles

### Approval Queue

---

Login: **JacobsonW**  
 Name: **SMSGT Jacobson, William**  
 E-Mail: **william.jacobson@langley.af.smil.mil**  
 Unit CC E-Mail: **william.jacobson@langley.af.smil.mil**  
 DSN: **555-1212**  
 Commercial Phone: **555-1212**  
 User's Primary MAJCOM/DRU/FOA: **AIR COMBAT COMMAND**

**User's Requested Units for MAJCOM ACC:**

1 FIGHTER WG

**Approve or Disapprove this profile's request to access the units shown.  
 Select Cancel to return to the ART home page.**

**Select Next or Previous to review the requests without making changes  
 or Return to the list without making changes.**

Profile Queue Page 1 of 1

- 3 Review the profile and then select **Approve** or **Disapprove** as appropriate. This approval is an “all or nothing” process in terms of the units requested. You cannot select which units the requestor will or will not have access to.
- 4 Click **Previous** or **Next** to scroll through all the profiles you selected or **Return** to return to the Review New Profiles screen.
- 5 You are returned to the **Review New Profiles** screen and the approved (or disapproved) profile is removed from the list. ART automatically generates an E-Mail to the address provided by the requestor, stating whether or not they have been approved.

## 5 ACRONYMS AND ABBREVIATIONS

ACRONYM/ABBREVIATION	MEANING
AEF	Air and Space Expeditionary Force
AF/XO	Air Force Operations
AFI	Air Force Instruction
AFWUS	Air Force Wide UTC Availability and Tasking Summary
ART	AEF UTC Reporting Tool
DRU	Direct Reporting Unit
DSN	Defense Switching Network
FOA	Forward Operating Agency
HQ	Headquarters
MAJCOM	Major Command
MEFPAK	Manpower and Equipment Force Packaging System
MISCAP	Mission Capability
NAF	Numbered Air Force
NIPRNET	Non-Secure Internet Protocol Router Network
OPLAN	Operational Plan
PAS	Personnel Accounting Symbol
POC	Point of Contact
SIPRNET	Secure Internet Protocol Router Network
TPFDD	Time Phased Force Deployment Data
UIC	Unit Identification Code
ULN	Unit Line Number
UTC	Unit Type Code